

**GENERAL SERVICES DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
ADMINISTRATION		
Director	Administers the General Services Department.	1
EQUIPMENT DIVISION		
Deputy Director	Prepares and administers budgets and manages division activities; Approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Fleet Manager	Represents the City in meeting with vendors, other City departments and other governmental agencies; supervises the preparation of, and/or approves all specifications and acquisition of motive parts and other materials needed for the operation of the division.	2
Associate Mechanical Engineer	Makes recommendations for the Division, detailed analysis for bids, writes bid specifications for purchase of all City motive equipment except Police and Fire.	2
Senior Fleet Parts Buyer	Approves and recommends purchases for motive and related parts, goods or commodities; and manages a motive parts storeroom.	2
Fleet Parts Buyer	Purchases a wide variety of motive and related parts, goods or commodities; and manages a motive parts storeroom.	
FACILITIES MAINTENANCE		
Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1

Senior Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Construction Estimator	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Supervisor/Custodial	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Services Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Assistant/Associate Mechanical Engineer/Elevators	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Assistant Civil Engineer/General	Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2

PRINT SHOP/CENTRAL STORES

Deputy Director	Plans, directs, and coordinates the activities and operations of the City's Print Shop, Central Stores and mail room; administers the budget, estimates and monitors revenues; administers contractual printing, services; conducts auctions and sale of surplus City property; interacts with vendors, City Departments, and the Mayor and City Council offices to review requests for service and ensure customer satisfaction; works closely with Financial Management staff to establish a fair and competitive rate structure.	1
Printing Services Supervisor	Acts for Deputy Director in his/her absence; schedules and coordinates a wide variety of print services; analyzes printing job requisitions; assesses the feasibility of in-house production and recommends the use of outside vendors when appropriate; estimates costs of printing jobs; inspects work for quality control purposes; maintains records related to operations.	2

Offset Press Supervisor	Decides whether City printing jobs are printed in-house or sent to outside vendors; places orders with pre-approved firms for materials, supplies, and services on contract; and selects appropriate outside printers or service bureaus based on price and ability to meet job requirements, including deadlines.	2
Graphic Design Supervisor	Plans, coordinates and directs graphic design activities and performs related design work; coordinates with City departments to determine the level and type of graphic services required; coordinates with Print Shop to schedule and prioritize printing services; coordinates with vendors for contracted services; evaluates new graphic systems and equipment; establishes production priorities.	2
Storekeeper III	Oversees day-to-day operations of Central Stores; plans, organizes, and directs receipt, inspection, storage and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures.	2
Storekeeper II	Plans, organizes and directs receipt, inspection, storage, and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures; and may receive, inspect and issue stock.	2
Storekeeper I	Manages day-to-day activities of assigned storeroom; receives and inspects good for proper quality and quantity; places orders with pre-approved suppliers for stock items.	2
Central Stores Supervisor	Supervises Citywide Inventory control system and maintains system integrity, including accuracy of value and quantities on hand of all materials; supervises Central Stores' accounts payable section, including liaison with Auditors and San Diego Data Processing Corporation; arranges for disposal of City surplus by bid sales.	2
Multimedia Production Coordinator	Plans and coordinates multimedia activities and performs related graphic design work; coordinates with City departments to determine the level and type of services required; coordinates with graphic design and offset press supervision to schedule and prioritize multimedia and graphic design services; coordinates with vendors for contracted services; evaluates new graphic/multimedia systems and equipment.	2

STREET DIVISION/PARKING MANAGEMENT

Deputy Director	Administers and manages the Division. Approves and/or recommends financial decisions regarding construction and/or engineering contracts, procurement of materials and equipment; negotiates and/or administers agency contracts; administers grants; prepares operations, maintenance and capital improvements budgets.	1
Supervising Management Analyst	Supervises, analyses and administers revenue plan data, cost and budgetary data, grant and loan requests, or agency contracts and payments.	2
Project Officer I	Represents the City in meeting with citizen groups, architects, engineers, contractors, other City departments and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specifications, bidding procedures and contract awards; responsible for contract payments and management.	2
Information System Analyst III	Reviews and evaluates requests to automate manual procedures; defines user requirements, prepares cost/benefit analysis for new systems to be developed; justifies and prioritizes new systems development for software and hardware; provides technical interpretation to department staff and private vendors, including consultants as described for department; prepares, monitors, and analyzes the department's data processing budget.	2
Horticulturist	Assists in developing City policies and ordinances on street tree plantings and removals; provides staff support and act as the City Managers liaison to the Tree Advisory Board; develops requirements and specifications for tree trimming and removal contracts; supervises contractor's work; researches and evaluates methods of reducing or preventing damage to public improvements by trees and other plantings; develops tree planting programs that include obtaining grant funding, recruitment of volunteers; reviews locations to determine best method to retain trees while protecting the public improvements (e.g. sidewalks & curbs).	2
Parking Operations Program Manager	Responsible for the planning, policy formulation and evaluation, and administering the City's Parking Operations including parking enforcement and the meter operation. Make recommendations on parking policies associated w/Municipal Ordinance and the CA Vehicle Code.	2

Public Works Superintendent	Represents the City in meeting with citizen groups, architects, engineers, contractors, other City departments and other governmental agencies; supervises the preparation of, and/or approves all documents, plans, specifications, bidding procedures and contract awards; responsible for contract payments and management.	2
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CONSULTANTS

Consultants	Refer to the Disclosure Category section (Exhibit B) for consultants.	3
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**APPENDIX B
DISCLOSURE CATEGORIES**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
Category 2	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party of the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p>
Category 3	<p>Consultants shall be included in the list of designated employees for the General Services Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department Director may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of Interest Code.</p>